



ERIE COUNTY CIVIL SERVICE OPPORTUNITIES

APPLICATIONS ACCEPTED CONTINUOUSLY
ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Please refer to our internet address at: www.erie.gov

**A NON-REFUNDABLE \$15.00 PROCESSING FEE MUST ACCOMPANY EACH APPLICATION
(CHECK OR MONEY ORDER ONLY – PAYABLE TO: ERIE COUNTY DEPARTMENT OF PERSONNEL)**

NURSE PRACTITIONER - SCHOOLS

NO. 42-116

SALARIES VARY

**Notice to Candidates: Transcripts will now be accepted by the Department of Personnel ONLY at time of application.
All subsequent transcripts must be submitted at time of interview.**

RESIDENCE REQUIREMENTS: CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF ERIE COUNTY OR AN ERIE COUNTY SCHOOL DISTRICT* FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST AND MUST BE LEGAL RESIDENTS OF ERIE COUNTY OR AN ERIE COUNTY SCHOOL DISTRICT* AT THE TIME OF APPOINTMENT. Preference may be given to successful candidates who have been residents of the municipality in which the appointment is to be made for one month preceding the date of the certification of the eligible list and who are residents of the municipality at the time of appointment. Non-residents may be required to become a resident of the appointing municipality if local law so states. * Candidates who reside in a school district which, for civil service purposes is administered by the Erie County Personnel Commissioner, but who are not legal residents of Erie County may apply for examination. However they will be certified for appointment only in the school district in which they are legal residents.

If you pass the examination, your name will appear on the continuous eligible list for one year. After one year, your name will be removed from the list. You may apply for retest at six month intervals.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before submission of application:

Possession of a current license to practice as a Registered Nurse in New York State and possession of a current New York State Education Department certification as a Nurse Practitioner with a specialty area of Pediatrics, Family Medicine, or School Health; and in addition, either:

- A) One year of experience as a Nurse Practitioner in Pediatrics, Family Medicine, or School Health; or
- B) Two years of registered professional nursing experience in Pediatrics, Family Medicine, or School Health.

DUTIES: A *Nurse Practitioner – Schools* provides expanded clinical nursing services to students and employees by providing primary care in collaboration with a physician; interviews patients and obtains medical histories; performs comprehensive physical examinations; in compliance with established protocols, initiates orders and interprets a broad range of diagnostic tests which are countersigned by the appropriate physician; diagnoses and treats patients with minor illnesses and injuries; monitors and renders care for those patients with established chronic, stable medical illnesses; adheres to medical and nursing protocol; carries out health education and prevention programs; monitors and/or dispenses medications within medical guidelines.

A medical examination may be required before appointment.

- SEE REVERSE SIDE -

SUBJECT OF EXAMINATION: The only subject of examination will be an evaluation of your training and experience. You are therefore, asked to include in your application a summary of all pertinent training and experience in sufficient detail so that your background may be evaluated against the duties of the position.

In your summary of training include all college course work, formal in-service training, and seminars you have attended. You must specify either the number of credits received or the number of contact hours and dates of attendance. Also include a copy of your professional license. Specify the date that your license was first issued.

In your summary of experience, you must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness and ambiguity will NOT be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

WHERE TO APPLY: You must obtain Form P.O. 30X, "Erie County Application for Examination or Appointment" at the Erie County Civil Service Commission/Personnel Office web site located at www.erie.gov. Click on "Civil Service Jobs". If you do not have internet access you may pick up an application form at the Erie County Personnel Department, 95 Franklin Street, Room 604, Buffalo, New York 14202. Forms are also available at Buffalo and Erie County Public Libraries and at Town, Village and School District administrative offices.

Completed forms should then be returned to the Erie County Personnel Department. In addition, candidates must attach transcripts to their application. No applications will be evaluated until all the above information, including transcripts, is received.

REISSUED: 05/09

MILITARY STATUS: If you expect to enter military service, you may still compete in this examination and may be appointed or reinstated after you return home from active duty.

VERIFICATION OF QUALIFICATIONS: Candidates may be investigated or called for an interview to determine whether they qualified for appointment. In addition to meeting specific requirements, candidates and appointees must be of good moral character and habits.

VETERANS: Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 10 and 5 points, respectively, added to their earned scores if successful in the examination. You should claim these credits when you file application but you have an option to waive them any time prior to appointment. If you have already used these credits you may not claim them again. Children of firefighters or police officers killed in the line of duty may also be eligible for additional credit. Contact the Erie County Personnel Dept. for more information.

This examination is prepared by the New York State Department of Civil Service and rated by the Erie County Department of Personnel and held in compliance with the New York State Civil Service Law and the rules and regulations of the New York State Department of Civil Service.

*****IMPORTANT APPLICATION FEE – READ CAREFULLY*****

A \$15.00 filing fee is required for this exam. The required fee must accompany your application. Send or bring check or money order made payable to Erie County Personnel Department and write the examination number(s) on your check or money order. Do not send or bring cash, as the County cannot be responsible for cash payment. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.